

12 November 74

MEMORANDUM FOR: Colonel White

1. The attached proposed Notice [redacted] developed by Mr. [redacted] while the language is good from a legal standpoint, it leaves much to be desired when considered in the light of the fact that it will be read and used by many untrained, actually uninterested, employees [redacted].

2. It is most urgent that [redacted] reason, I feel we should expedite it and not take the time to rewrite.

3. The payroll section of the Finance Division needs answers on many points from each individual [redacted] before the middle of January. To meet this deadline the Notice must be printed early next week.

4. This Notice spells out the mechanics of using the [redacted] and will contain sample returns to illustrate the method of completing the forms. It has been coordinated with interested components.

5. Recommend signatures (2).

[redacted]

27 NOV 1978

STATINTL

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